



Mary Morgan
SECC of Delaware
The Linden Building
625 North Orange Street / 3rd Floor
Wilmington, DE 19801-2247
Phone: 302- 573-3724

Speaker's Bureau Coordinator Use Only

Date: _____

Date: _____

To: _____

To: _____

Fax#: _____

Fax#: _____

Email: _____

Email: _____

2014 Agency Request Form

Available electronically by request

<input type="checkbox"/> Speaker	<input type="checkbox"/> Display	<input type="checkbox"/> Tour
Requested by:		Telephone:
Company/Organization:		
Contact Person/Title:		
Phone:	Fax:	E-Mail:
Company Address:		
Directions:		
Engagement(s):		
Date:	Time:	Date: Time:
Date:	Time:	Date: Time:

Complete page 2 for additional request information

AGENCY CONFIRMATION

****Agency Only---In order to ensure effective planning please respond within 72 hours of received request****

Agency:

Speaker:

Phone:

Fax:

E-Mail:

Day/Dates(s):

Time:

Engagement Acceptance: (Agency Representative name must be typed)

I hereby acknowledge and accept the above request at the indicated date, time and event.

Signature:

Date:

(Electronic reply and typed name serves as signature)

ADDITIONAL INFORMATION

1. The company will have a representative/host onsite to assist the agency representative(s) and answer questions the day of the event: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Name:		Telephone # :	
2. The agency representative should park in which of the following: <input type="checkbox"/> Reserved <input type="checkbox"/> Visitor <input type="checkbox"/> Open <input type="checkbox"/> Other _____			
3. There are several buildings at this location: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, in which building will the event take place?			
4. The company has a security desk or gate: <input type="checkbox"/> Yes <input type="checkbox"/> No			
5. What is required to enter the building?			
<i>Please fill out the following information if a display is requested.</i>			
a. A car can be pulled into the loading/unloading area to load/unload the display if needed:		<input type="checkbox"/> Yes <input type="checkbox"/> No	
b. People or carts are available to assist with moving displays or display items if needed:		<input type="checkbox"/> Yes <input type="checkbox"/> No	
c. The following are available or provided for the agency representative(s) use:			
<input type="checkbox"/> Tables	<input type="checkbox"/> Electrical Outlets	<input type="checkbox"/> Other _____	
d. If displays are held over lunch or dinner hours, will the agency representative(s) be able to purchase food onsite:		<input type="checkbox"/> Yes <input type="checkbox"/> No	
6. Additional Information:			
<i>Please fill out the following information if a speaker is requested.</i>			
7. Topic of Speech:		10. Audience Type: <input type="checkbox"/> Blue Collar <input type="checkbox"/> White Collar <input type="checkbox"/> Labor <input type="checkbox"/> Management <input type="checkbox"/> Solicitors <input type="checkbox"/> Other	
8. Length of Speech:			
9. Group Size:			
10. Special Instructions/Requested Agency:			
<i>Please fill out the following information if a tour is requested.</i>			
11. Agency or Topic Preference:			
Special Considerations/Requests:			
# of Tour Participants:			
Length of Tour:			
Date:	Time:	Date:	Time: